



**COURT REPORTERS, Inc.**

801 N. Parkcenter Drive, Suite 107  
Santa Ana, California 92705

**Experience is not expensive...it's priceless!**

Tel: 714-972-2300 • Toll Free: 877-472-2300 • Fax: 714-972-1616  
e-mail: [deposet@mmcourtreporters.com](mailto:deposet@mmcourtreporters.com)

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**Temporary Administrative and Profession Staffing Services (TAPS)  
Schedule 736**

**CONTRACT NUMBER GS-02F-114BA**

**CONTRACT PERIOD June 23, 2014 through June 22, 2019**

**M&M COURT REPORTERS, INC.**  
801 N. Parkcenter Drive, Suite 107  
Santa Ana, California 92705  
Telephone (714) 972-2300  
Fax (714) 972-1616  
[www.mmcourtreporters.com](http://www.mmcourtreporters.com)

**DUNS NUMBER: 068096980**

**CONTACT**  
Robert Archibald  
(714) 972-2300  
[rarchibald@mmcourtreporters.com](mailto:rarchibald@mmcourtreporters.com)

**SOCIO-ECONOMIC STATUS**  
**Small Business**



**Contract Holder**



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## **INFORMATION FOR ORDERING ACTIVITIES**

### **Table of Awarded Special Item Numbers (SINs)**

**763-1 Administrative Support and Clerical Operation**

**763-4 Information and Arts Occupations, Including Miscellaneous Occupations**

**Lowest Priced Model Number and Price for each SIN:     N/A**

**Maximum Order:     \$100.000.00**

**Minimum Order:     \$100.00**

**Geographic Coverage     Worldwide**

**Point of Production:     N/A**

**Discount From List Price:     N/A**

**Quality Discounts: N/A**

**Prompt Payment Terms: 0.5% for 15 days or less**

**Government Purchase Cards are accepted at or below the micro-purchase threshold**



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**Government Purchase Cards are accepted above the micro-purchase threshold**

**Foreign Items: N/A**

**Time of Delivery 2 Days**

**Expedited Delivery: 1 Day**

**Overnight and 2-day Delivery: N/A**

**Urgent Requirements: Agencies can contact the representative for accelerated delivery of services**

**FOB Points: Destination**

**Ordering Address:**

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**Payment Address:**

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**Warranty Provisions: N/A**



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**Export Packing Charges: N/A**

**Terms and Conditions of Government Purchase Card Acceptance: N/A**

**Terms and Conditions of Rental Maintenance and Repair: N/A**

**Terms and Conditions of Installations: N/A**

**Terms and Conditions of Repair Parts: N/A**

**Terms and Conditions of any other Services: N/A**

**List of Service and Distribution Points: N/A**

**List of Participating Dealers: N/A**

**Preventative Maintenance N/A**

**Environmental Attributes N/A**

**DATA Universal Numbering System: 068096980**

**Registration: M&M Court Reporters, Inc. is registered and current in SAMS**



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## **M&M COURT REPORTERS, INC**

We realize that our clients have many choices when it comes to court reporting services, and we are dedicated to earning the continued trust of our clients and building long-term relationships with every client. We believe the following attributes distinguish us from other court reporting services:

### **Extensive Experience**

We understand that service and experience are what litigators are seeking; the principals of M & M Court Reporters, Inc., collectively have over 100 years in the practice and management of a full-service court reporting firm. Many of our court reporters have been with us for over 25 years.

### **Knowledge and Expertise**

Our experienced court reporters have the requisite knowledge and expertise to accurately report on even the most difficult and challenging cases. We have a complete staff of court reporters with diverse backgrounds in different facets of litigation, including construction defect, medical malpractice, workers' compensation law, as well as business and personal injury matters. Our court reporters routinely work for both plaintiff and defense counsel in class action matters; our technological capabilities, including our document repository allow, us to effectively and efficiently service every client.

### **Personal Attention and Responsiveness**

M & M Court Reporters, Inc., provides clients with an unparalleled level of personal attention and responsiveness. Every phone call is handled by one of our experienced professionals - we do not direct calls to voicemail. We answer calls 24 hours a day, 7 days a week. If a client has a question or concern, they may speak directly to one of the principals of our agency.

### **Exceptional Service at Fair and Competitive Rates**

We pride ourselves on providing exceptional court reporting services at fair and competitive rates. We avoid the "nickel and dime" approach to client charges and the ancillary costs charged by some of our competitors; our rates are very straightforward and without any hidden costs or charges. We have a relaxed approach to billing and are flexible about due dates on invoices and take into consideration the circumstances of the client and the litigation.

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## **M&M COURT REPORTERS PRICE LIST**

### **TRANSCRIPTION RATES**

<u><b>SIN(s)</b></u>	<u><b>SERVICE PROPOSED (e.g. Job Title/Task)</b></u>	<u><b>GSA RATE</b></u>
736-1	Level I Deposition	\$4.36
736-1	Level II Deposition	\$4.64
736-1	Level III Deposition	\$5.01
736-1	Level IV Deposition	\$5.11
736-1	Level V Deposition	\$5.39
736-1	Level VI Deposition	\$5.58
736-1	Level I Minimum Transcript-Day	\$210.82
736-1	Level II Minimum Transcript-Day	\$269.12/
736-1	Hourly Rate	\$39.49
736-1	Arbitration/Hearing -Per Diem Half Day	\$320.89
736-1	Arbitration/Hearing -Per Diem Full Day	\$641.78
736-1	Arbitration Page Rate (Add Per Diem)	\$5.39
736-1	Certified Copy of Proceedings	\$2.34

### **EXPEDITED RATES**

<u><b>SIN(s)</b></u>	<u><b>SERVICE PROPOSED (e.g. Job Title/Task)</b></u>	<u><b>GSA RATE</b></u>
736-1	Same Day Delivery - % of Page Rate	\$5.45
736-1	Next Day Delivery - % of Page Rate	\$4.36
736-1	Third Business Day Delivery - % of Page Rate	\$3.92
736-1	Fourth Business Day Delivery - % of Page Rate	\$3.49
736-1	Fifth Business Day Delivery - % of Page Rate	\$3.05
736-1	Sixth Business Day Delivery - % of Page Rate	\$2.61
736-1	Seventh Business Day Delivery - % of Page Rate	\$2.18
736-1	Eighth Business Day Delivery - % of Page Rate	\$1.74

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## OTHER

<u>SIN(s)</u>	<u>SERVICE PROPOSED (e.g. Job Title/Task)</u>	<u>GSA RATE</u>
736-1	Late Cancellation/Non Appearance Fee	\$146.59
736-1	Extra Copy with Tabs (Black and White)	\$0.49
736-1	Extra Copy with Tabs Color)	\$0.49
736-1	Extra Copy with Tabs (Oversize/Maps/Blueprints)	Cost
736- 4	Video Proceeding Surcharge	\$0.73
736-1	After Normal Work Hours (Per Hour)	\$49.38
736-1	Rough Instant Transcript (With Purchase of Product)	\$1.47
736-1	Interactive Real Time (With Purchase of Product)	\$1.47
736-1	Live Deposition Fee (Per Attendee)	\$146.59
736-1	Handling Fee	\$39.09
738-1	Litigation Support	\$Cost

## VIDEOTAPE PROCEEDINGS

<u>SIN(s)</u>	<u>SERVICE PROPOSED (e.g. Job Title/Task)</u>	<u>GSA RATE</u>
736-4	Two Hour Minimum	\$268.75
736-4	Each Additional Hour after Two	\$92.84
736-4	Overtime @ 1.5 times and after 6pm	\$138.77
736-4	Weekends and Holidays (Plus Standard Rate)	\$7.81
736-4	Media (Standard Delivery in MPEG and MPEG 2)	N/C
736-4	Video Synch (Actual Hours on the Record)	\$39.09
736-4	DVD-ROM (Delivery of Sync Files)	\$73.30
736-4	Video Copies (Delivery on DVD media	\$73.30
736-4	Expedite Fee (Video)	NC
738-4	Cancellation Fee (Three Hours' Notice)	\$188.00
736-4	Video Conferencing (Initiate Calls)	NC



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## **SERVICE DESCRIPTIONS**

Level I - VI Deposition Page Rate: M&M Court Reporters does not believe in a "one size fits all" policy when it comes to the transcription of testimony. Rates are determined by the location and complexity of the proceeding, and the payment requirement of the reporter. Examples: A medical expert deposition taken in Sacramento, CA, would be billed at \$5.58 per page + 38.00 per hour versus the same deposition taken in Santa Ana, CA, which would be billed at 5.11 per page with no hourly charges.

If the testimony of a plaintiff in an automobile accident is taken in Santa Ana, CA, the rate would be a Level I, or \$4.64 per page, versus the same testimony in Los Angeles, CA, would be Level VI, or \$5.58 per page. M&M takes in to consideration all aspects of the job requirements in order to provide the best cost possible while maintaining the highest level of service.

The products produced for the ordering party include an original and one certified copy of the proceeding, along with litigation support.

Business hours are 8 a.m. to 5 p.m. Premiums are charged for hours outside business hours, weekend or holidays.

Original and one copy for all proceedings, reporter places witness under oath, writes verbatim transcript in machine shorthand, produces proceedings on 25-lines-per-page transcript for delivery to setting party.

Normal rates apply where content of proceedings is not medical nor technical subject.

Appearance fee is for reporter writing the proceedings. After normal business hours, a per-hour fee is charged.

Appearance fee: Reporter writes proceedings and charges appearance fee rates. If no transcript is ordered, there is a premium fee charged.

Cancellation fee is charged where reporter has been scheduled for job and job cancels less than 24 hours before scheduled start time. If job cancels after arrival, there is a premium charge.





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**If the work is performed in an area with lower SCA rates than in the stated preponderance of work location, resulting in lower wages being paid, the prices for that task order will be discounted accordingly**

## **JOB DESCRIPTIONS**

**Court Reporter:** Court Stenographers or Shorthand Reporters are required to be a Certified Shorthand Reporter (CSR) or a Certified Court Reporter (CCR) tested and licensed through either a state agency or the National Court Reporters Association (NCRA). The Court Reporter will be required to transcribe verbatim the spoken word into written form, using computer-aided machine shorthand to produce certified transcripts of court hearings or trials, depositions, interviews, arbitrations, conventions and official proceedings. They are required to have a minimum of four years' experience in judicial or non-judicial proceedings. Licensed court reporters are required to attend continuing education courses to maintain their licensure. Required skills of a court reporter are excellent command of the language being spoken, attention to detail, and the ability to focus for long periods at a time. The most highly skilled court reporters can provide real-time transcription.

**Legal Video Specialists:** High level of knowledge in all facets of videotaping of legal proceedings. Should be experienced in providing legal video of both judicial and non-judicial proceedings. They should be familiar with the rules of parliament, judicial procedures, and the ability to deliver accurate and timely finished video product. They are required to carry equipment for any contingency. Videographers should strive to receive certification (CLVS) through the NCRA.